



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

PUBLIC ACCOUNTS AUDITOR MANAGER

Job Number: 20001682

Job Code: 91830V151116

Job Group: 9100 - BOOKKEEPING AND ACCOUNTING

Job Established: 08/16/1990

Job Revised: 10/16/2013

Grade: 18 Salary (MIN - MID):

\$26,462-\$35,056 - Hourly

\$4,300.08-\$5,696.60 - 37.5 Hr. Monthly Salary

\$4,586.76-\$6,076.38 - 40 Hr. Monthly Salary

Special Entrance Rate:

\$27,665 - Hourly

\$4,495.58 - 37.5 Hr. Monthly Salary

\$4,795.10 - 40 Hr. Monthly Salary

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Manages audits of all local and state agency functions assigned to the branch OR serves in a highly technical capacity reporting to an Office Head OR oversees a major audit function. Performs duties of the Office Head when absent or on request. Serves as main liaison between Office of Auditor of Public Accounts and audit entities in audit matters. Coordinates activities between federal and state auditors; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree (which includes twenty semester hours or thirty quarter hours in accounting).

EXPERIENCE:

Must have seven years of professional auditing experience.

Substitute EDUCATION for EXPERIENCE:

A master's degree in accounting or business administration or certification as a Certified Public Accountant or Certified Fraud Examiner will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Prior to attaining merit status in the position of Public Accounts Auditor Manager, must obtain certification/licensure in one of the following areas: Certified Public Accountant (CPA); Certified Information Systems Auditor (CISA); Certified Public Financial

Officer (CPFO); Certified Fraud Examiner (CFE); OR license to practice law in the state of Kentucky. Subsequent to obtaining one of the specified certifications/licenses within the required time period, must maintain a current certification/license in one of the five areas identified above for the length of employment in this capacity.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Ensures the audit of all assigned agencies and functions by scheduling audits, interpreting audit procedures and policy for agency personnel. Reviews and revises audit programs for use by audit teams and in response to changing audit requirements. Helps revise audit manuals in response to changes in the audit environment and to maintain currency. Manages the task of providing technical interpretations to staff on governmental accounting and financial reporting standards as contained in authoritative literature and Kentucky statutes and regulations. Attends professional meetings, reviews professional publications, and contacts experts for the purpose of maintaining current knowledge in the fields of accounting and auditing. Coordinates activities with outside audit organizations such as public accounting firms and federal cognizant agencies. Conducts training sessions in audit related areas. Reviews work performed by other auditors. Reviews, comments, and follows up on audits in progress. Tracks and monitors billings and audit hours charged. Prepares key status reports on audit progress, completion, and revenue projections. Assists agency personnel with the design or installation of accounting controls, serving as overall supervisor of auditors assigned to the Branch. Supervises multiple audit teams in the completion of audit assignments. Serves as primary level of contact with agency management. Approves administrative documents such as time reports, leave requests, and travel vouchers. Conducts evaluations of employees and documents personnel actions. At request of or in the absence of the Office Head, responds to requests of the State Auditor and Assistant State Auditor. Represents the office of Auditor of Public Accounts at official functions. Performs technical review of any Division audit report issued by the APA. May prepare and provide testimony before cabinet officials, legislative staff and committees, and enforcement agencies. At direction of Office Head, serves as auditor in charge on advanced audits, performing audit program steps relating to planning, assignment of work, on the job training, reviewing of working papers, arriving at conclusions, delivering audits, holding exit conferences, and evaluating performance. Based on audit results, prepares a report. Compiles and reviews audit report before submission to Office Head. As part of an audit team, participates in the examination of financial statements for third party reliance. Serves as audit team leader for performance audits of programs, projects, activities, and functions involving measures of economy, efficiency, and program effectiveness. Supervises multiple performance audit teams.

UNIQUE PHYSICAL REQUIREMENTS:

Normal physical activity is required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office environment. Periodic overnight travel is required to perform on-site audit procedures and to attend training opportunities as assigned.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.